

RULES FOR CATALOGUING AND INDEXING MAORI NAMES

1. INTRODUCTION

The following rules or recommendations for practice have developed from the papers on the subject considered at the 1956 New Zealand Seminar. The emphasis of the rules is on entry, where possible, under the appropriate surname.

It is not anticipated that much difficulty will arise in interpreting the rules in cataloguing as most of the names sufficiently well known to need a main, subject or added entry will appear in standard sources if not in the book itself. The chief problems arise in indexing lesser known names. These are:

- (i) Difficulty in establishing the surname of most early names.
- (ii) Difficulty in establishing correct form of name from incorrect or incomplete forms in material being indexed.

No rules can provide for all contingencies and the most appropriate interpretation in many cases presupposes subject knowledge, not of the Maori language, but of the material being indexed, and of sources likely to give information on individual names.

2. PLACE NAMES

(a) Entry

Enter under the current official form of the name, checked where necessary from a standard source, e.g. Dollimore's *New Zealand Guide*. In doubtful cases the latest decision of the New Zealand Geographic Board should be checked (in *New Zealand Gazette*, List 1, Mr. 31, 1949-), as well as other existing place name authorities or maps. Refer from other forms of the name used in the work being dealt with, but not adopted as the form of entry.

e.g. *Te Waimate* see *Waimate North*.

Kaiwarra see *Kaiwharawhara*.

but *Tauwharenikau* see *Tauherenikau*.

(b) Filing

Treat the articles *Te*, *He* and *Nga* (but not the particle *Ko*) as integral parts of the name with which they occur, whether or not written as part of it.

These rules, drawn up by Mr A. G. Bagnall, Librarian, National Library Centre, Wellington, were adopted as standard by the Seminar for Librarians of New Zealand Collections at the 26th N.Z.L.A. Conference, Rotorua, on 27 February 1957.

3. PERSONAL NAMES

(a) Entry

- (i) Where possible enter under the family or surname according to European custom when this name occurs as an element in the full name. Refer from other forms of name that are obviously not transliterated Christian names and by which the person is sometimes known.

e.g. *Ngata, Sir Apirana Turupa* (reference not necessary from either *Apirana* or *Turupa*).

Kereopa, Paora (*Paul*) (reference not necessary from *Paora*).

In cases of doubt, names in current use can be checked in the appropriate electoral roll.

- (ii) Enter surnames that can be used in both English and Maori transliterated form under the form most commonly used.
e.g. *Hori Kingi* and *George King* (Entry would be under *Kingi* or *King*).

(Note: In electoral rolls names will be found in both English and transliterated form.)

- (iii) When no surname in accordance with European custom can be readily determined, i.e., in the case of most names for the early and pre-European period, enter under the best known form of the name, or, if this is uncertain, under the first part of the full name. Refer from other names used by themselves.

e.g. *Taranui te Pokiha* (refer from *Te Pokiha*).

Te Heuheu Tukino IV, *Horonuku* or *Pataatai* (enter under *Te Heuheu* and refer from *Horonuku* and *Pataatai*).

Te Wherowhero, *Tawhiao Matutaera Potatau* or *Matutaera te Pukepuke te Paue tu Karato te a Potatau te Wherowhero* *Tawhiao* or *Potatau II* (enter under *Te Wherowhero*, and refer from *Tawhiao*, *Matutaera* and *Potatau II*).

- (iv) When names have been recorded incorrectly through a mistake in phonology enter under the correct form with a reference from the variation.

e.g. *Duaterra* see *Ruatara*.

(b) Filing

In filing ignore the articles *He*, *Te* and *Nga* unless written as an integral part of the name.

4. SPELLING OF MAORI NAMES

Modern usage, confirmed by the New Zealand Geographic Board in the case of place names, prefers to spell as one word many compound names formerly given in their individual elements and often hyphenated. In cases where usage still requires that the parts of the

name be given separately, present practice is to omit the hyphen in most cases.

The initial letter of the article "te" and the prepositions "a" and "o" should not be capitalised if occurring in the body of the compound name.

e.g. *Taranui te Pokiha*.

CODE OF RULES FOR THE RECORDING OF PICTURES

1. Enter under artist where known. Give full names and dates where possible. If artist is not known, enter under title. Where artist has not signed his full name, the following suggestions for exact form of entry are offered:
 - (a) Give full names, with note on card of actual form of signature.
or
 - (b) Give full names, with, in square brackets, the part not used in signature.
or
 - (c) Give full names, with form of signature following in brackets.
2. Give title as given on picture. If no title given, give the subject of the picture in square brackets.
3. Give date if known, approximate date if this can be ascertained. Give in square brackets if not on picture, e.g., [ca. 1910]. If date is part of the title, it should be separated from the title by a comma, e.g. Mechanics Bay, 1888. Otherwise they should be separated by a full stop.
4. If title is not self-explanatory, give a description of the subject of the picture in a note.
5. Indicate if picture is signed. Also give location of signature, e.g., signed lower right: A. Aldis.
6. Give medium—oil, water-colour, etc.
7. Give size to nearest half inch, measuring height before width. Measure the overall size. If picture is framed, give sight measurements, but specify the fact. Where picture is mounted or pasted on cardboard, give overall size of picture and of mount. Indicate

This code was adopted by the Seminar for Librarians of New Zealand Collections at the 27th N.Z.L.A. Conference, Invercargill, on 26 February 1958.